



## Sports and Tournament Coordinator Rocky Top Sports World, Gatlinburg, Tennessee

### Job Description

The Sports Facilities Management (SFM) ([www.sportadvisory.com](http://www.sportadvisory.com)) is the leading resource for those seeking to plan, manage, and optimize sports, recreation, event and entertainment centers. SFM has been engaged to manage the day-to-day operations of Rocky Top Sports World (RTSW).

Rocky Top Sports World opened in July, 2014, in Gatlinburg, Tennessee, at the foothills of the Great Smoky Mountains. The world-class sports complex includes an 86,000 square foot indoor facility holding six (6) basketball or twelve (12) volleyball courts. The indoor facility will also host wrestling, gymnastics, and other indoor competitions. The facility also features seven (7) state-of-the-art outdoor fields for soccer, football, and lacrosse. Rocky Top Sports World is currently interviewing candidates for the full-time position of Sports and Tournament Coordinator (STC). The STC will report to the Director of Operations.

### SPORTS AND TOURNAMENT COORDINATOR

**Title:** Sports and Tournament Coordinator  
**Reports To:** Director of Operations

Working in conjunction with the Director of Operations (DO) the Sports and Tournament Coordinator (STC) is the primary creative and functional driver for Rocky Top Sports World driven Tournaments, Team Camps and Corporate Team Building experiences. These ongoing efforts run from inception to completion with a variety of associated accountabilities. Secondary support and supplemental assistance to external tournament organizations partnering with RTSW is also a part of this role. In addition the STC will be required to fill the role of Venue Captain at the discretion of the Director of Operations during various events at RTSW. The Venue Captain oversees the overall RTSW operation during an assigned shift and or event ensuring every aspect of the RTSW experience is running at optimal levels.

## Primary Job Functions

- The STC will function as the primary resource and accountable leader for the following:
  - RTSW Created and Driven Tournaments as it relates to the overall RTSW business plan and existing tournament schedule. Work in collaboration with the DO to create, implement, drive, execute and measure RTSW tournaments.
  - RTSW Created and Driven Team Camps as it relates to the overall RTSW business plan. Working in collaboration with the DO, Elite Coaches and business partners to create, implement, drive, execute and measure RTSW Team Camps.
  - RTSW Created and Driven Corporate Team Building as it relates to the overall RTSW business plan. Working in collaboration with the DO and corporate partners to create, implement, drive, execute and measure RTSW Corporate Team Building experiences.

## Research Support

- The STC will provide the following research support:
  - Benchmark Trends and Standards within the industry to ensure RTSW internally created events are setting the standard and exceeding expectations.
  - Research and Fully Understand the key scheduling drivers relating to each sport including but not limited to seasons, critical dates, tournament play and restrictions.
  - Build Useful Data Bases through personal research, online resources, historical and current information inclusive of teams, organizations, clubs, tournaments and other sources that allow RTSW to reach key demographics.

## Sales Support

The STC will provide the following sales support:

- Utilize and Leverage information derived from benchmarking, research and data base collection to personally communicate to target markets relating to Primary Job Functions.
- Provide Timely Information to the Marketing Director to ensure key activation deadlines are achieved.
- Establish and Implement onsite communication sales plan that targets attending teams, athletes and coaches promoting RTSW driven events.
- Personally Take Ownership in reaching RTSW financial goals as it relates to your Primary Job Functions.

## Operations Support

- The STC will provide the following operational support:
  - From Inception to Completion provide leadership and communications to all RTSW entities relevant to Primary Job Functions.
  - Acting Director and Point of Contact inclusive of all required duties for RTSW driven Tournaments, Team Camps and Corporate Team Building experiences.
  - Meet All Key activation deadlines for Primary Job Functions.
  - Ability and Willingness to work long hours during peak periods inclusive of weekends, nights and holidays.
  - Provide the Role of Venue Captain as assigned by the DO ensuring RTSW operates at maximum efficiency during events.
  - Support and Interact with third party tournament organizations as required.

## Office Support

- Assists the Leadership Team effort in maintaining a professional and productive office environment by:
  - Demonstrating and Promoting a positive attitude and inclusive environment.
  - Practice and Teach our RTSW core principles through example.
  - Practice and Follow professional office etiquette in your daily communications.

## Functional Skills

### General

- Verbal, written and interpersonal skills when:
  - Interacting with/and coordinating with RTSW personnel in the office.
  - Appropriate business acumen while representing the company on the phone.
  - Presentations, spreadsheets and business documents.
  - Professional writing skills when representing the company via email.

### Technical Skills

- Superior working knowledge of Microsoft Word, Outlook, Excel, and PowerPoint.
- Ability to learn, with training, technology and sports, recreation, facility and scheduling programs.
- Ability to create, manage and schedule tournament brackets and game schedules for various sports.

### Experience, Education, & Other Skills

- Associates degree and/or 3-5 years of industry-related project experience.
- Advanced knowledge and familiarization with state, regional and national youth sports organizations.
- Experience in communicating and collaborating with all levels of management.

### [Additional Information](#)

Interested candidates should submit a cover letter and resume detailing their relevant experience to: [steven@rockytopsportsworld.com](mailto:steven@rockytopsportsworld.com)

**Submission Deadline: May 19, 2015, by 4:00 pm EST**